



609 Foster Field Drive, Suite F Victoria, Texas 77904  
(361)578-2704 Fax: (361)576-0948

### AIRPORT – FINANCIAL ASSISTANT

Department:	<b>Airport</b>	Class Code/Pay Grade:	<b>\$18.23-\$21.87</b>
		FLSA Status:	<b>Non-Exempt</b>
		Safety/Security Sensitive:	<b>No</b>

**GENERAL PURPOSE:** Under limited supervision by the Director of Operations & Maintenance, performs difficult work preparing tenant leases, analyzing financials from Airport and FBO operations, communicating with all tenants, performs a variety of receptionist functions for area of assignment; provides clerical support to assigned personnel and/or departments; prepares, responds, provides many airport business related services.

**SUPERVISION RECEIVED:** Work is performed under the limited supervision of the Director of Operations & Maintenance.

**SUPERVISION EXERCISED:** None.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Provides administrative support to the Airport Executive Director, and Director of Operations and Maintenance and/or other designated personnel.
- Analyzes financials (bills tenants, pays invoices, purchases items).
- Maintains accurate ledgers for all landside and airside tenants and leases.
- Prepares correspondence, reports, presentations, mail outs, invoices, and/or other types of documentation
- Answers incoming calls and provides customer service in person and via the telephone while responding to public inquiries and provides information regarding departmental policies, procedures, programs, facilities, and/or Fixed Base Operator services.
- Assists the general public with car rental, hotel, airline, and other reservations and/or registrations; receives and logs service calls and/or customer complaints.
- Review various fuel sales daily transaction reports for accuracy.
- Performs general accounting and bookkeeping duties; balances cash drawer, prepares bank deposits, generates daily cash reports; maintains petty cash; creates purchase orders; and delivers deposits to the Treasurer's office.
- Provides assistance in annual budget preparation and/or tracking of expenditure; performs project accounting as assigned.



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- Schedules meetings, appointments, prepare agendas and transcribe minutes of meeting, and/or hearings; assists in coordinating special events or other departmental activities as assigned.
- Coordinates advertising in relation to recruiting advertisement.
- Coordinates with appropriate County department in response to open record requests.
- Updates and maintains records, filing systems, databases, lists, and/or displays for area of assignment; performs document scanning; coordinates the shredding of documents.
- Monitors and maintains office supplies and equipment/parts inventories for area of assignment; coordinates orders office supplies, uniforms, name badges, and/or business cards.
- Handle showings and rentals of the Airport Officer's Club.
- May be required to work immediately before, during or after an emergency or disaster.

#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

Associate or Technical degree and considerable (3-5 years) experience required; OR an equivalent combination of education and experience.

##### **Required Licenses or Certifications:**

- Must possess a valid Texas Driver's License.

##### **Required Knowledge of:**

- Telephone techniques and etiquette
- General office practices and equipment
- Standard computer software applications
- QuickBooks Software application - Desired
- Microsoft Excel, PowerPoint, and Word Software application
- Records management principles and standards
- Customer service standards and protocol
- Departmental operations relative to area of assignment
- Correct English grammar, composition, spelling, punctuation, and vocabulary



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**Required Skill in:**

- Coordinating and performing a variety of general administrative functions
- Establishing and maintaining cooperative working relationships with employees, officials, tenants, and the general public
- Preparing correspondence, reports, and other documentation
- Updating and maintaining records and filing systems
- Performing routine accounting duties
- Clear and concise communication skills

**Physical Demands / Work Environment:**

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*The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.*

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- Employees sit most of the time but may walk or stand for some periods of time.
- This is light work requiring some physical agility such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions, manual dexterity, lift and carry items weighing up to forty (40) pounds .
- Sensory requirements include standard vision requirements, and ability to adjust focus, ability to convey detailed or important instructions to others accurately, loudly or quickly, and standard hearing requirements - hear information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Occasionally
Up to 25	Occasionally
Up to 50	Occasionally
Up to 100	Seldom or never
100 or more	Seldom or never



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Environmental Exposures	
Work near moving mechanical parts	Seldom or never
Work in high, precarious places	Seldom or never
Toxic or caustic chemicals	Seldom or never
Outdoor weather conditions	Seldom or never
Extreme Cold, non-weather	Seldom or never
Extreme Heat, non-weather	Seldom or never
Noise Level	Quiet to Moderate

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

If you are interested, please send application to Human Resources, Victoria County Courthouse. EEOE. No phone calls please. Applications are required and can be found online under the job opportunities link or <https://www.vctx.org/page/employment>.

Victoria County Human Resources  
115 N. Bridge St., Room 127  
Victoria, TX 77901